



LEWIS SCHOOL
OF ENGLISH

*Your Pre-Arrival Guide
for Year-Round Junior Programmes*



Preparing for Your Stay with the Lewis School



Welcome to Lewis!

Dear Students, Parents and Guardians

We have a fantastic programme of lessons and activities for you, and we look forward to helping you develop your English and discover the UK. We have created this guide for you and your parents/guardians to help you prepare for your stay, and to answer questions you may have about our programmes.

If you would like any further information, please feel free to ask - we are here to help you!

We are looking forward to welcoming you to our school very soon.

Best wishes



Alistair Walker
Director

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Before You Arrive

What to Bring

- Passport*
- Any medicine you regularly take
- Clothes suitable for the season
- Toiletries (eg soap and toothpaste)
- Trainers
- Pocket money
- £40 deposit (residential students only)**
- Mobile phone (remember your number!)
- Phone number of parents / guardian

*It's a good idea to carry a photocopy of your passport in case you lose it.

**This is for lost keys and/or damage. The full amount or balance will be returned to you when you leave.

Remember!

- You will need around £50-£60 pocket money per week.
- Don't bring valuable items unless absolutely necessary.
- Don't carry lots of cash with you. The most convenient and safest way to carry money is to have a credit, debit or pre-paid card

Please note: If you are studying in Winchester, please note that the University of Winchester is a cashless campus - you will need a card to buy anything from the shops, cafes or vending machines.

Average Temperatures



Max. 14°C
Min 6°C



Max. 22°C
Min 13°C



Max. 16°C
Min 9°C



Max. 9°C
Min 3°C



ETA (Electronic Travel Authorisation)


 NEW

The UK Electronic Travel Authorisation (ETA) is a new travel requirement for people who do not need a visa to visit the UK. It enables you come to the UK for up to 6 months for tourism, visiting family and friends, business or short-term study. It costs £16 to apply for one through the UK ETA app or the GOV.UK website. For more details or to apply, visit <https://www.gov.uk/guidance/apply-for-an-electronic-travel-authorisation-eta>

Insurance

We strongly recommend that you have fully comprehensive insurance to cover you in case of accidents or emergencies. The Lewis School can arrange insurance cover for you. We are working in partnership with Howden to provide our students with a policy which has been specifically designed to meet your needs while you are studying in the UK. See <https://lewis-school.co.uk/insurance-cover-junior-programmes/>.

Information We Need Before You Arrive



Student's mobile phone number



Health information and dietary requirements



Flight details. We need these at least one week before arrival.



Name and phone number of the person we should contact in an emergency



A clear photo or scan of the student's ID (passport or national ID card)

Please ensure you have passed this information to your Group Leader or agent, or to the Lewis School if you have booked directly through us.

Emergency Phone Number

The junior centre emergency number will be sent to you in advance. We recommend that you store this number on your phone. You can also call the main school number on +44 23 8022 8203. If the school is closed, listen for the emergency number on the answerphone message.



Arriving at the School

At the Airport

If you have booked a transfer with us, you will be met at the airport and taken to your centre. Look out for a Lewis School sign as you enter the arrivals hall. Do not worry if your flight is delayed as the driver will check flight information and will adjust their arrival time if necessary.



Students from Non-EU/EEA Countries

Please show your letters from the school at passport/ border control.



Any Problems?

Please go to the information desk and ask the staff to call the Junior Centre Emergency Phone Number. We will send you this before you arrive.

At the School

Homestay Groups (Southampton)

You will be met by Lewis staff and your homestay host at the meet and greet point at our centre. You will spend your first evening getting to know the family and settling into your room. We have provided some useful advice about living in a homestay on page 9. You will receive a bus pass on arrival. Bus passes are valid for a week. If your stay is longer than a week, our staff will provide you with a new pass every week.

Residential Groups (Winchester)

On arrival at our Junior Centre, you will be greeted by our centre staff, who will show you around the campus, provide you with your room keys and help you to check into your accommodation. Depending on your arrival time, your first meal may be provided at the dining hall or may be a packed meal.



Your First Day

Breakfast & Arrival at School

Southampton

If you are a homestay student, you will have breakfast with your homestay host. In Southampton, your host will then go with you to school on the first morning and show you where to catch the bus.

Winchester

You will be met in the morning by our Activity Leaders and taken to breakfast.

Welcome, Induction & Placement Test

On your first day, we will give you a written and oral placement test to assess your level of English and place you in a suitable class. After the test we will give you a Welcome Pack, explain important information about the centre, and take you on a tour of the campus. Then we will introduce you to your teacher for your first lesson. Please note that the induction and test replace one English lesson on your first day.

	Approximate timing
Welcome from staff	15 minutes
Placement test (written and oral)	1 hour
Induction	30 minutes
Break	15 minutes
1st lesson	1 hour 30 minutes

Wi-Fi

Our staff will help you to connect to Wi-Fi on campus (for students in homestay accommodation in Southampton, your host will give you a Wi-Fi code, but please note that Internet access may be restricted due to data limits or parental controls).



Your Welcome Pack Contains...	
Student Card & Lanyard	This has the centre address and the 24-hour emergency phone number. For your safety, please make sure you carry this at all times.
Student Book & Pencil	Your guide to Lewis School programmes and your exercise book for English classes. Remember to bring this to all your lessons! Your book will also contain everything you need to know about your junior centre: people, places, rules, facilities and a campus map.
Lewis Folder	An A4 folder to keep all your lesson material together.



Lessons

Learning with Lewis!

Lewis School lessons are useful and fun. They are designed to help you express yourself, be creative and make friends. Lessons will often link with your activities programme, helping you to practise English inside and outside the classroom.

On your first school day, we check your level of English and choose the best class for you. At busy times we may have a 'zig-zag' system. This means one week you will have morning lessons and the following week afternoon lessons. **Attendance is compulsory for all lessons.** At the end of your course, you will receive a certificate.

Our Programmes



Cultural Week

You will develop your language skills by actively learning about our fascinating culture. Your teacher will spend all morning and afternoon with you, taking you to places of interest where you will conduct research, and return to the classroom to build on your cultural knowledge and language skills as you work towards a final presentation.



English for the Workplace (Business)

You'll be guided through business-related project work, developing your language along the way. Teamwork, leadership and problem-solving are key as you launch a new product, devise a business plan or make a sales pitch.



Storytelling & Theatre

A fantastic mix of English lessons and performing arts workshops, developing students' confidence with English both inside and outside the classroom. At the end of the week your students will have a chance to showcase their work.

Some groups may also have a bespoke programme of lessons.



Activities

Make New Friends and Discover the UK!

Our activities programmes are exciting and varied. They are designed to encourage communication between you and your classmates in English. They will also introduce to the local culture.

Trips

On your full-day and half-day trips you will usually have a walking tour by our staff plus some free time.

Trips also have a learning theme that is explored during English lessons and then reinforced during the trip. In this way, you will be prepared with the knowledge and vocabulary to help you get the most out of your visit. On each trip, our staff will bring to life the sights of the city with interesting stories and facts. It's interactive, too! You will have a quiz for each trip, so you can practise your English and record what you have learned.

For all trips, the student:staff ratio will be no more than 20:1.

Check the Noticeboard

The noticeboard will display your timetable. Please check it every day! Attendance is compulsory for all lessons and activities.

Lost or in Difficulty

All our activities are fully supervised. However as a precaution we give each student a Lewis School student card, with the sentence "Help! I'm lost! Please call...". The card will have your UK address plus the emergency mobile number. For your safety, please make sure you carry your student card at all times, particularly on trips.





Homestay Accommodation

A Rewarding Experience!

Living in a homestay is a great way to practise your English and get to know British culture. All our hosts have been personally chosen by the school and are regularly inspected. They are looking forward to welcoming you into their home!

Here are some important rules, advice and information to help you. We hope you enjoy your stay!

Your host will...

- be present when you return home (please note: you won't be given a key)
- provide meals (see page 15), including packed lunches for trips
- wash your clothes
- show you how to travel to school
- help you learn about British culture
- encourage you to practise your English



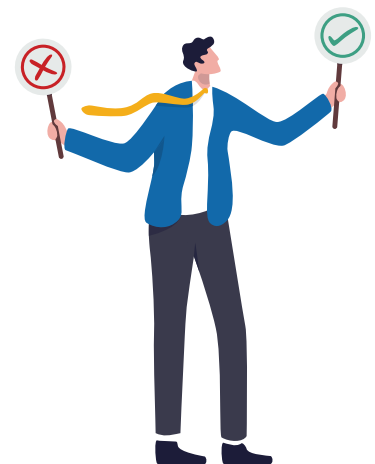
Important rules

You must...

- exchange phone numbers with your host
- return home **immediately** at the end of the school day (see your timetable for details). Our staff will take you to your bus stop.
- contact your host if you're going to be late
- pay for any damage you cause
- follow the house rules

You must **NOT**...

- post online or share any photos/videos of your hosts, or their home, unless they give you permission



Please remember

- Be respectful and polite.
- Food may be different. Please try it!
- Keep your room tidy.



- Keep the bathroom clean and dry.
- Keep showers short!
- Offer to help around the house.
- Practise your English!

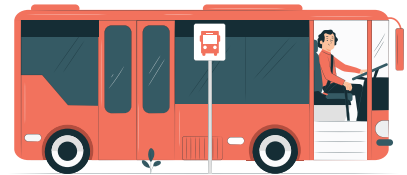
Please remember that this is a home, not a hotel, and that different homestays have different rules. Good communication between you and your host will help make your stay a success!

Problems or questions

If you have any questions or concerns about your homestay, please first talk to your host. If you need any further help, please talk to us.

Travelling to and from school

Most of our students travel to school by bus (the bus journey can take up to 35 minutes). Your host will show you where to catch the bus and how to get to school, and will give you information about bus numbers, destinations and times. Our staff will take you to the bus stop at the end of each school day.



It's a good idea to take a photo of your bus stop so you remember it. Be careful - the same number bus can go in two directions! Please keep your bus pass safe - if you lose it, you'll have to buy a new one!





Residential Accommodation (Winchester)

Residence Rules

I agree:

- to lock my room and look after my key. If I lose my key, I have to pay for a new one.
- to keep my room tidy.
- to keep my bedroom floor tidy so the cleaners can clean it easily.
- to keep my bed clear of personal belongings so the cleaners can change the beds easily.
- to pay for any damage.
- not to allow outsiders into the residence.
- not to leave the campus in the evenings unless I am with a member of Lewis School staff.
- not to leave the campus unsupervised on Sundays
- to be in bed by 22.45 with lights out by 23.00.

Laundry

Sheets will be changed once a week and towels twice a week. For washing your clothes, there is an app-operated laundry at the residence. You are required to pay for use of the laundry.

Cashless Campus

The University of Winchester is a cashless campus. You will need a credit, debit or pre-paid card to buy anything at the shop, cafe or vending machines.

Food Allergies & Dietary Requirements

It is very important that you inform your group leader or agent of any food allergies or dietary requirements at the time of booking. Please note that the dining hall in Winchester provides vegetarian options but does not provide halal meat.



Health & Well-Being

Before You Arrive

Health Information

It is very important that you provide us with your health information before you arrive. This includes:

- Any physical or mental health problems you have
- Any medication you are currently taking
- Any allergies or dietary requirements you have

Please ensure you have passed this information to your Group Leader or agent.

Insurance

We strongly recommend that you have fully comprehensive insurance to cover you in case of accidents or emergencies. International students may be charged high fees for NHS services - see below. See page 4 for details. See <https://lewis-school.co.uk/junior-useful-links/insurance-cover-junior-programmes/>.

National Health Service (NHS)

The NHS is the UK's publicly funded healthcare system. As an overseas visitor, you may be charged for NHS services, and these fees can be very high. Treatment in Accident & Emergency departments and at GP surgeries (a GP is a doctor who provides general medical treatment for people who live in the local area) is free for everyone, however.

EU/EEA Students

Visitors to the UK from an EU country who fall ill or have a medical emergency during a temporary stay in England can use a valid European Health Insurance Card (EHIC) issued by their home country to access healthcare. Certain restrictions apply. For full details, visit <https://www.gov.uk/government/publications/how-the-nhs-charges-overseas-visitors-for-nhs-hospital-care>

Visitors to the UK from Norway, Iceland, Liechtenstein and Switzerland should check the information at <https://www.gov.uk/government/publications/how-the-nhs-charges-overseas-visitors-for-nhs-hospital-care>.

At Our Centre

First Aid

At each centre we have staff with first aid qualifications. We ensure students have access to first aid for all on-site and off-site activities.

Emergency Number

Each centre also has an emergency phone number which is manned 24 hours a day. Please see page 8.

Accidents & Emergencies

In the event of a medical emergency resulting from an accident or sudden illness, we will arrange for you to go to hospital with a member of staff. Your parents/guardian/agent will be notified immediately of this and a plan of action will be put in place for everyone concerned.

Minor Injuries or Ailments

In the event of a minor injury or ailment, a member of staff and your Group Leader or Guardian will accompany you to the local NHS Walk-In Centre or pharmacist as appropriate. If you are in homestay accommodation and need to see a doctor, your host will take you to see their doctor.

We're Always Here for You!

We want everybody at our centre to be safe, happy and having the very best time! If you are having any problems, please speak to us - we are here to help you.



Lessons

If you are not happy with the lessons or think you may need to change level... First, speak to your Teacher before or after the class. If you are still not happy, speak to the Head Teacher.



Other Student(s)

If you have a problem with another student or students... Speak to your Teacher before or after the class, or speak to your Group Leader.



Accommodation

If you have a problem with your accommodation... First, speak to your Group Leader. Then speak to your Centre Manager.



Health & First Aid

If you need to see a doctor or dentist, or if you have an accident and need help... Speak to your Group Leader or a member of Lewis staff.



Want to Talk?

If you are worried about anything else and want to talk in private.... Speak to your Teacher, your Group Leader or the Welfare Manager.



School Policies & UK Law

Code of Conduct

We ask all students to follow the 10 simple rules below. This will help make your time at Lewis a positive experience for all.



1. Behave respectfully
towards all students,
staff and the public



2. Arrive on time



3. Speak only English
in class
(it's the best way!)



**4. No food, drink
or gum** in lessons
(water is ok!)



5. Don't use phones
in class without
permission from
your teacher



6. Tidy up
at the end of
lessons and
activities



**7. Always stay in
pairs or groups**
on trips and
town visits



8. Follow UK law
at all times
(we'll inform you
of important laws)



**9. Follow the
instructions**
of Lewis School staff



**10. Report any
problems**
to a staff member
or your group leader

*Please also follow our
accommodation rules (pages 10-12)
and remember to carry your student
card at all times..*

Attendance & Punctuality

100% attendance is expected for lessons and activities. If you are ill, you must tell your Group Leader or a member of staff. We deal with lateness and absence in line with our Attendance & Punctuality Policy. You can find this and other policies at <https://lewis-school.co.uk/school-policies/>.

Scheduled Absence

Parents/guardians can request a scheduled absence by submitting a Scheduled Absence Request Form. Our welfare staff will complete a risk assessment based on the information provided and may refuse the request for safety reasons.

Winchester Form - <https://lewis-school.typeform.com/to/KpslkfjP>

Southampton Form - <https://lewis-school.typeform.com/to/qJn4iBKQ>

Sunday Free Time Permission - Southampton

Parents/guardians of homestay students in Southampton can grant permission for their child aged 15 or above to have free time on Sundays, by completing our Sunday Free Time Permission Form.

<https://lewis-school.typeform.com/to/Rm4ekW33>

Our Discipline Policy

Our priority at the Lewis School of English is to provide a safe, friendly and caring place to study offering the best conditions for your learning. It is very important to us that everyone at the school behaves respectfully towards each other and towards the school buildings and facilities. This includes when in homestay and residential accommodation and on activities.

Our rules are there for your safety and well-being. If you misbehave, you may be:

- reported to the Centre Manager
- asked to leave your class
- excluded from classes and/or activities

In extreme cases, Lewis School may inform your agent/parent(s) and you may be sent home at the expense of your parents.



The Lewis School Discipline Procedure. This may start at step 1, 2, 3 or 4 depending on the seriousness of the case.

You can read our full discipline policy at <https://lewis-school.co.uk/school-policies/>.

Safeguarding

The safety and wellbeing of all students is our top priority. As such, we have a Designated Safeguarding Lead (DSL), whose details will be indicated to you on posters and at induction. Group Leaders are required to read and adhere to our Safeguarding Policy. This can be found at <https://lewis-school.co.uk/school-policies/>.

Complaints Procedure

If you wish to make a complaint, please follow the procedure below.

1. Speak to an appropriate member of staff, such as a teacher, activity leader or group leader. We will speak to you within 24 hours.
2. If this does not resolve your complaint you (or your representative) should speak to the appropriate manager at the Lewis School. You must submit any complaint before leaving to allow the school the chance to resolve the problem.
3. If you are not happy with our response, you (or your representative) can write to Alistair Walker, Director, Lewis School of English, 30-33 Palmerston Road, Southampton, SO14 1LL or email alistair@lewis-school.co.uk.
4. If you are still not happy, you can contact English UK: English UK, 219 St John Street, London EC1V 4LY. Tel: +44 207 608 7960. Fax: +44 207 608 7961. Email: info@englishuk.com

Other School Policies

We encourage you to read our school policies. Below is a summary of the types of policies we have. You can read the full policies at <https://lewis-school.co.uk/school-policies>.

- **Health & Safety Policy.** We aim to provide a safe and secure place for you to study. Please read our advice about how to stay safe inside and outside the school.
- **Safeguarding Policy.** This explains how we ensure the safety and protection of all children and vulnerable adults at the school.
- **Radicalisation & Extremism Policy.** This explains how we safeguard our students against extremist views.
- **Sex & Gender Policy.** This explains how we support students in relation to gender identity issues
- **Equality Policy.** This policy explains how we do not discriminate on grounds of age, sex, sexual orientation, gender reassignment, race, religion or belief, nationality or disability.

UK Law

UK Law may be different to laws in your country. Read, remember and follow these laws:

- The minimum age for smoking and for drinking alcohol is 18
- Graffiti and littering are offences and you may have to pay a penalty.

You can be arrested by the police for the following:

- using or possessing illegal drugs
- carrying weapons (knives, guns etc)
- damaging property
- stealing, including shoplifting
- violent behaviour

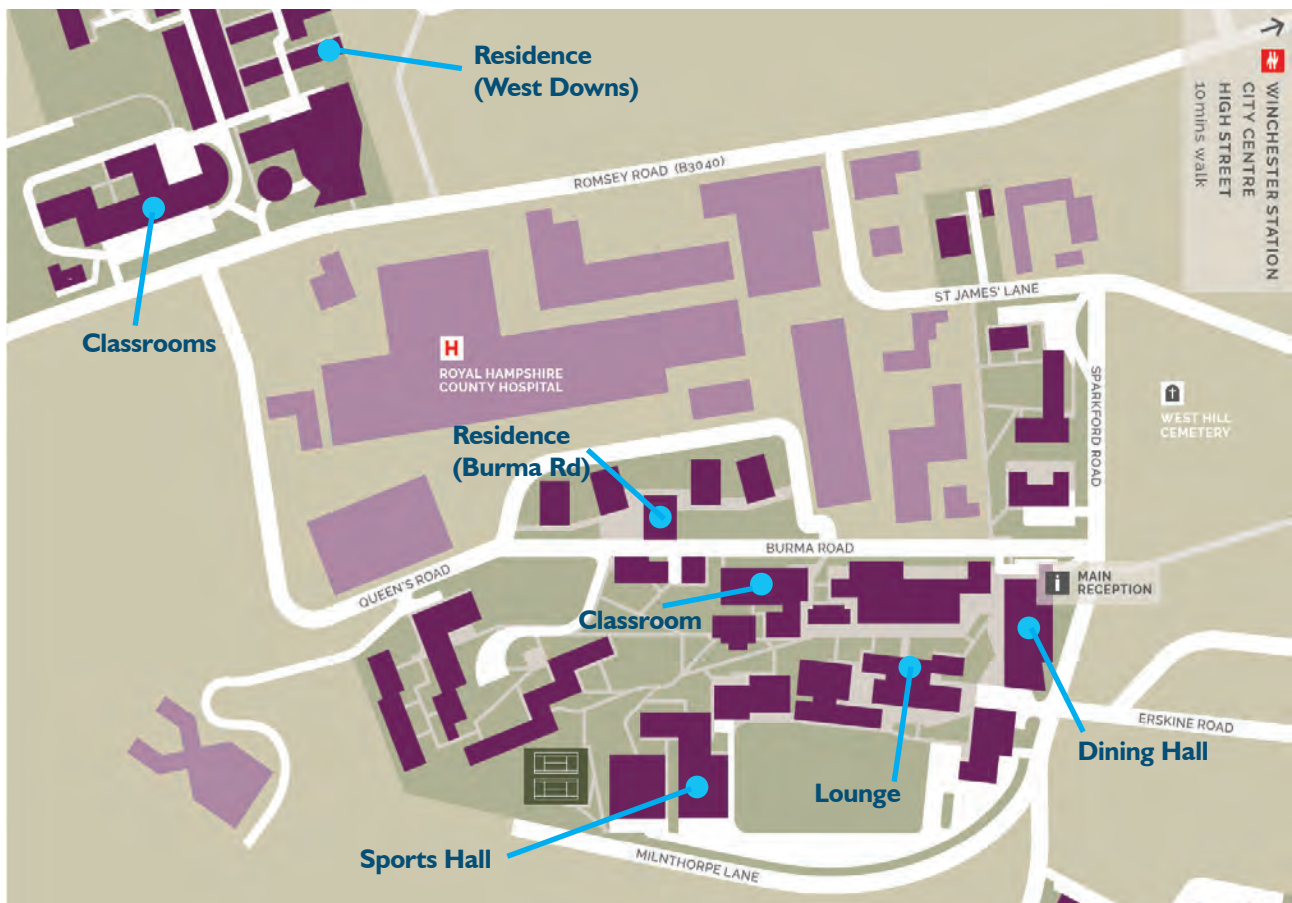


Breaking the law is very serious. If you are not sure about something, speak to a member of staff.



Campus Maps

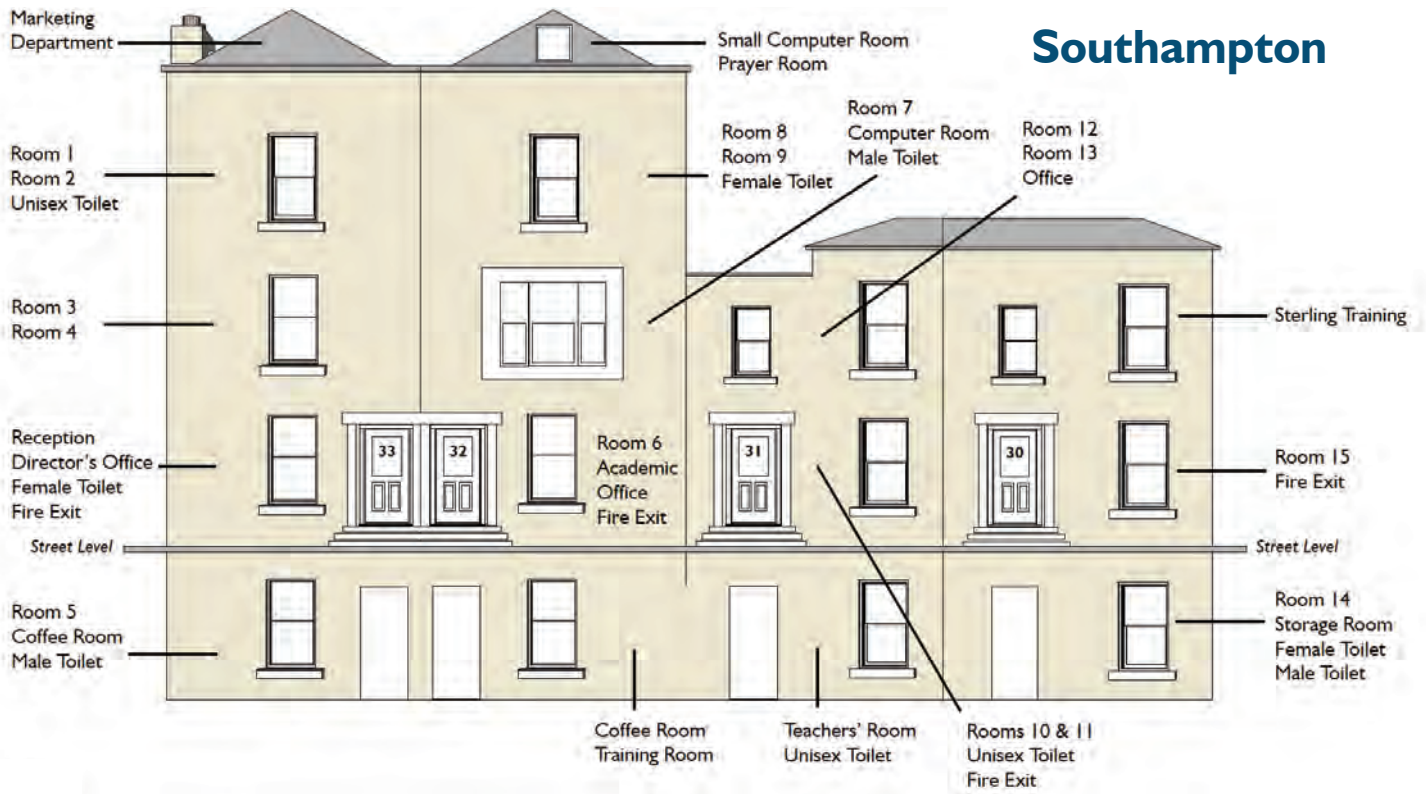
Winchester



Address

University of Winchester, Sparkford Road, Winchester SO22 4NR, UK

Southampton



50 Years of Excellence!

This year, the Lewis School is celebrating 50 years since its foundation in 1976. Since then, we've helping many thousands of students from all over the world to become confident communicators in English. We would like to express our deepest thanks to all of you who have been part of our amazing journey.

Here's a brief summary of our story.



1976 Lewis School is founded in Southampton by Dereck Lewis (left)

1989 The school first achieves British Council accreditation

1994 Alistair Walker (right) becomes Owner/Director



1997 Our first junior programmes

1999 Our first teacher training courses

2007 Multiple summer junior centres since this date

2007 Lewis School becomes a Quality English member



2010 Worldwide Theatre Express service is launched (left)

2017 Centre of Excellence award*

2020 Lewis Online Learning is launched

2022 Winchester Junior Centre opens





Welcome to Britain!

Things You'll Notice

Some things in Britain may be different to your country. Here are some things our students have told us that surprised them about the UK.

Britain is very green and there are lots of parks.

Cars drive on the left.

The sun sets at about 9.30pm in summer and 4.00pm in winter.

When it rains, life just goes on as normal!

The UK is very multicultural.

The weather is very changeable. When you go out, you need sunglasses and an umbrella too!

Everyone queues for the bus. No one pushes in!

People always say 'thank you' and 'sorry'!

You can find food from all around the world.

Ten Reasons to Choose Lewis

- 1 Challenging and motivating lessons
- 2 Innovative range of programmes
- 3 Strong links between language and leisure
- 4 Both centres British Council accredited
- 5 Attractive locations within easy travelling distance of London
- 6 Excellent level of care
- 7 Homestay and residential centres
- 8 30+ nationalities per year across our centres
- 9 Summer and year-round programmes
- 10 Specialists in English through theatre

Let your English come to life!

Visit our website for adult, junior and teacher training courses, and join us on social media!



LEWIS SCHOOL OF ENGLISH

30-33 Palmerston Road, Southampton SO14 1LL, UK
Tel. +44 23 8022 8203 study@lewis-school.co.uk

[#lewischoolofenglish](https://www.instagram.com/lewischoolofenglish)

www.lewis-school.co.uk